

# Personnel Office Training Office



## Civil Service Board

# Employment Statistics

**The Personnel Office has posted 56 jobs in-house in 2011.**

## Results

- **29 filled in-house**
- **27 filled from outside**

**We currently employ -**

- **349 Civil Service Employees**
- **36 Appointed Employees**
- **167 Others on payroll**

# Activities of Personnel Office

- Completed 9 in-house grievances, reconciled 4 for a reverse in action taken against employee, 2 resulted in no further action and 3 filed an appeal to the Civil Service Board
- Service Awards and Training Banquet in May, 2011
- Benefits Fair in June, 2011
- Employee related law suits and/or EEOC alleged charges; 1 case settled, 2 cases pending
- Formed Wellness Committee made up of employees; BCBS & USI are working with us.
- Completed PHA to determine need (areas of wellness)
- Planning Wellness Fair in November, 2011

# Activities of Personnel Office

## Processed Retirement

- 2011 – 6 retired  
2 disability
- 11 employees are currently in the drop for 2011

# **St. Charles Parish**

## **Training Office 2011 Accomplishments**



# Training Completed in 2011

- Leadership Skills Training
- Aerial Lift Refresher Training
- Bob-Cat Refresher Training
- Spotter Hand Signal Training
- Grass-Cutter Safety Training
- FMLA Refresher Training
- New Driver Policy Training
- Program Development for Trenching and Shoring Training
- Program Development for New Employee Orientation Training

# Training Initiatives for 2012

- Conflict Management Training
- Interviewing Skills Training
- Workplace Violence Training
- Harassment Training
- Trenching and Shoring Training
- Electrical Safety Training
- Performance Appraisals Training
- Supervisors Responsibility for Safety Training

# Training Initiatives for 2012

- Ergonomics Training
- New Employee Orientation Training
- OJT Program Re-Design for Laborer and Shop Mechanic Helper
- Communications Training for Parks and Recreation employees
- Leadership Skills Training
- Annual Refresher Training



# Civil Service Board

- **Brett Terrebonne - Chairman**
- **Ronnie Madere – Vice Chairman**
- **James “Jimmy” Breaux – Member**
- **Ralph Wilderson – Member**
- **Sara Champion – Member**

# Activities of Civil Service Board

- 4 meetings this year
- Appeals: 3 – 2 upheld – 1 overturned
- Other Actions – approval of 3 new job descriptions and 2 upgrade requests